

TABLE OF CONTENTS

<u>Paragraph and Subject</u>	<u>Page</u>	<u>Date</u>	<u>Trans. No.</u>
<u>Chapter 0-100 Introduction</u>			
Table of Contents. . . . .	i	06/02	02/01
1 Purpose and Scope. . . . .	1	06/02	02/01
2 The EEOICPA. . . . .	1	06/02	02/01
3 Organization . . . . .	1	06/02	02/01
4 Responsibilities . . . . .	2	06/02	02/01
5 Training . . . . .	4	06/02	02/01
6 Jurisdiction . . . . .	6	06/02	02/01
<u>Exhibits</u>			
1 Jurisdiction Map and DEEOIC District Office Addresses. . . .		06/02	02/01

1. Purpose and Scope. This chapter provides an overview of the Energy Employees Occupational Illness Compensation Program Act (EEOICPA) and the structure of the Division of Energy Employees Occupational Illness Compensation (DEEOIC). It also addresses the relationships between DEEOIC and the Office of Workers' Compensation Programs (OWCP) and the Employment Standards Administration (ESA), the various components of the DEEOIC, and training for DEEOIC employees.

2. The EEOICPA. The EEOICPA, as amended, 42 U.S.C. § 7384 *et seq.*, was enacted as Title XXXVI of the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001, Public Law 106-398. The purpose of the Act is to provide a lump sum payment of \$150,000 and medical benefits as compensation to covered employees suffering from designated illnesses incurred as a result of their exposure to radiation, beryllium, or silica while in the performance of duty for DOE and certain of its vendors, contractors and subcontractors. The legislation also provides for the payment of compensation to certain survivors of these covered employees, as well as for payment of a smaller lump-sum, \$50,000 to individuals or their survivors who were determined to be eligible for compensation under Section 5 of the Radiation Exposure Compensation Act. Compensation for individuals with beryllium sensitivity is limited to medical monitoring.

3. Organization. This paragraph describes the structure and authority of the national, regional, and district offices. ESA has five agencies, of which OWCP is one (the others are the Wage and Hour Division, the Office of Federal Contract Compliance Programs, the Office of Labor-Management Standards, and the Office of Management, Administration, and Planning).

In turn, OWCP has five divisions, of which DEEOIC is one (the others are the Division of Federal Employees' Compensation, the Division of Longshore and Harbor Workers' Compensation, the Division of Coal Mine Workers' Compensation, and the Division of Planning, Policy and Standards).

### 3. Organization. (Continued)

a. Assistant Secretary for Employment Standards. While the Assistant Secretary retains authority for administrative management, the authority for the execution of the program and activities of OWCP as a whole resides with the Director, Office of Workers' Compensation Programs, who retains final authority over claims under the EEOICPA.

The functions of budget, accounting, personnel, management of priority correspondence and forms, and disposition of records are centralized within ESA. The functions encompass all operations of the DEEOIC that are not directly concerned with the administration of the EEOICPA.

b. Regional Director. ESA has six regions. OWCP programs in each region are administered by a Regional Director (RD), who reports to the Director for OWCP.

c. District Director. DEEOIC has a total of four District Offices (DOs), which are located in Cleveland, OH; Jacksonville, FL; Denver, CO; and Seattle, WA. Each DO is managed by a District Director (DD), who reports to the RD. (Exhibit 1 contains a list of addresses, telephone numbers, and fax numbers for the DOs and the Final Adjudication Branch).

### 4. Responsibilities. This paragraph describes the roles of the various components within the DEEOIC.

a. District Offices. Four DOs comprise the DEEOIC function to administer the EEOICPA. Within each DO there are a variety of roles:

(1) Claims Functions. In each DO, Supervisory Claims Examiners manage units of Senior Claims Examiners and Claims Examiners (CEs). Staff in these units adjudicate claims, authorize compensation and medical benefits, respond to customer inquiries, and maintain case files.

4. Responsibilities. (Continued)

(2) Fiscal Functions. A Fiscal Officer (FO) is designated for each DO. The primary responsibility of these individuals is issuing payment of compensation to eligible employees or survivors. They are also responsible for monitoring financial management records.

(3) Medical Functions. Each DO should have at least one District Medical Consultant (DMC) who works under contract to review individual cases.

(4) Mail and File Functions. Personnel in this area open, sort, and place mail, compile case files, retire case records according to established schedules, and transfer case files in and out of the DO.

(5) Contact and Technical Assistance. Customer Service Representatives are responsible for answering phones, referring calls within the DO and responding to general inquiries. Personnel in this area provide technical guidance and assistance to DO personnel and maintain liaison with other organizations outside the DO.

(6) Automated Data Processing (ADP). Personnel in this area handle the case create function, provide computer support, and generate reports for the DO.

b. National Office (NO). The Director of DEEOIC has final authority over management and administrative functions within the program. Under the immediate supervision of the Director are the following components:

(1) Final Adjudication Branch (FAB). Personnel in this Branch are responsible for oral hearings, teleconferences, reviewing the written record and issuing all final decisions. FAB representatives issue final decisions that affirm, remand, or modify recommended decisions issued by the DEEOIC District Offices. There is a FAB office located in Washington, D.C. and a FAB unit collocated with, but independent from, each of the four Dos. The manager of each FAB DO reports to the FAB Chief.

4. Responsibilities. (Continued)

(2) Branch of Policy, Regulations & Procedures (BPRP). Personnel in the BPRP develop program policies and procedures to carry out the functions and responsibilities of the DEEOIC. In particular, the BPRP prepares and maintains the program's procedure manual, issues program memoranda, conducts accountability reviews and participates in the development of training materials. The work entails significant coordination with the Office of the Solicitor for the Department of Labor, especially with regard to statutory and regulatory changes. The BPRP also handles functions relating to employment verification and records, including tracking covered time frames for employment.

(3) Branch of Outreach & Technical Assistance (BOTA). Members of this unit develop materials used to educate the public about the EEOICPA. They develop and facilitate training activities for the DOs. The BOTA manages the Resource & Call Centers. In addition, they are responsible for providing technical assistance.

(4) Branch of Automated Data Processing, Coordination & Control (BADPCC). Members of this unit provide ADP support services for the DEEOIC. They coordinate the overall ADP function of DEEOIC and provide policy direction for ADP systems activities.

5. Training. This paragraph describes the administrative information new employees need and addresses the kind of training OWCP provides to its employees.

a. Orientation. The RD and/or DD provide orientation and training for all new employees in their respective District Offices. The RD/DD address the following topics:

- (1) Organization of the DO, the regional office, OWCP, and ESA
- (2) Mission and objectives of the DEEOIC
- (3) General description of duties

5. Training. (Continued)

- (4) Staffing pattern, chain of command
- (5) Floor plan--physical layout of office, unit locations, emergency procedures, etc
- (6) Mail handling, paper and case flow
- (7) Working hours, breaks, lunch hour, sick and annual leave arrangements, flextime, telephone use, overtime authorization, etc
- (8) Introduction to staff
- (9) Reference materials
- (10) Role of partner agencies, e.g. NIOSH DOE, DOJ, Resource Centers etc.

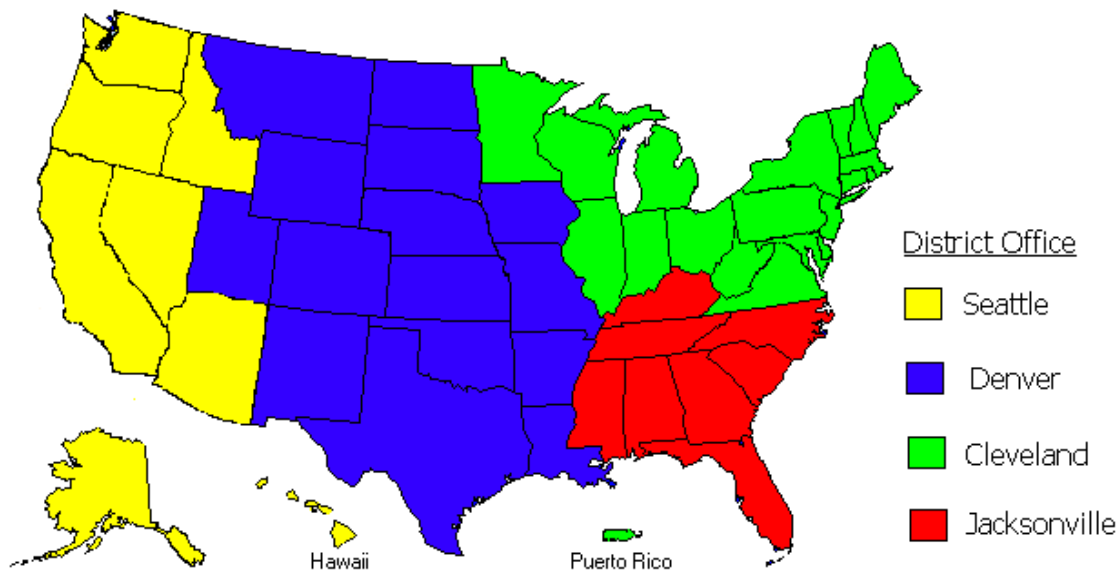
b. Training for Specific Job Duties. Three formal training courses have been developed for the DEEIOC staff. These include:

- (1) All Staff Members Orientation. This is a basic orientation course designed to explain the basic concepts of the EEOICPA.
- (2) Claims Examiner Course. CEs, Senior CEs, Supervisors, and FAB Representatives take this instructional course. This course is delivered in a classroom or self-instructional format. A resource person is available to respond to specific questions if the course is delivered as self-instructional. The course requires approximately one week to complete. It is designed to explain the claim adjudication process and to develop case management skills.
- (3) Secondary Training. Additional training will be provided to all claims personnel in order to address developing needs of the program (e.g. complex medical terminology/issues training, use of IREP, facilities lists, DOE records issues, Resource Centers etc.) This may include advanced CE and FAB training.

5. Training. (Continued)

In addition, training in the Energy Case Management System (ECMS) is available, and training in topics such as the Privacy Act and Freedom of Information Act is offered periodically.

6. Jurisdiction. This paragraph describes the jurisdiction of the four DEEOIC DOs. DO jurisdiction is determined according to where the employee's last known covered employer is/was located within the geographical area served by the DO. This standard also applies to survivor claims. All claims for uranium workers (or their survivors) awarded benefits under Section 5 of the Radiation Exposure Compensation Act (RECA) are filed with the Denver DO.

DEEOIC Jurisdictional Map**District Office 1 -- Jacksonville, Florida**

(Alabama, Florida, Georgia, Louisiana, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee)

U. S. Dept. of Labor - DEEOIC  
214 North Hogan Street  
Suite 910  
Jacksonville, Florida 32202  
Phone: (904)357-4705      Fax: (904)357-4704  
(877)336-4272 (toll free)

**District Office 2 -- Cleveland, Ohio**

(Indiana, Michigan, Ohio, Illinois, Minnesota, Wisconsin, Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, New Jersey, New York, Puerto Rico, the Virgin Islands, Delaware, Pennsylvania, West Virginia, District of Columbia, Maryland and Virginia)

U. S. Dept. of Labor - DEEOIC  
1001 Lakeside Drive  
Suite 350  
Cleveland, Ohio 44114  
Phone: (216)802-1300      Fax: (216)802-1308  
(888)859-7211 (toll free)



**District Office 3 -- Denver, Colorado**

(Colorado, Montana, Iowa, Kansas, Missouri, Nebraska, New Mexico, Oklahoma, North Dakota, South Dakota, Utah, Wyoming, Arkansas, Louisiana and Texas)

U. S. Dept. of Labor, DEEOIC  
1999 Broadway, Suite 1120  
P.O. Box 46550  
Denver, Colorado 80201-6550  
Phone: (720)264-3060 Fax: (720)264-3099  
(888)805-3389 (toll free)

**District Office 4--Seattle, Washington**

(Alaska, Idaho, Oregon, Washington, Arizona, California, Marshall Islands, Hawaii and Nevada)

U. S. Dept. of Labor, DEEOIC  
719 2nd Avenue  
Suite 601  
Seattle, Washington 98104  
Phone: (206)373-6750 Fax: (206)373-6798  
(888)805-3401 (toll free)

**National Office**

U.S. Department of Labor, DEEOIC  
Room C-4511  
200 Constitution Avenue, NW  
Washington, DC 20210  
Phone: (202)693-0081 Fax: (202)693-1465  
(866)888-3322 (toll free)

**Final Adjudication Branch**

U. S. Dept. of Labor - DEEOIC  
Final Adjudication Branch (FAB - National)  
800 N. Capitol Street  
5<sup>th</sup> Floor  
Washington, DC 20211  
Phone: (202)513-6400 Fax: (202)513-6401

**Final Adjudication Branch - District Offices**

U. S. Dept. of Labor - DEEOIC/FAB  
Final Adjudication Branch  
214 North Hogan Street  
Suite 910  
Jacksonville, Florida 32202  
Phone: (904)357-4795                      Fax: (904)357-4785

U. S. Dept. of Labor - DEEOIC/FAB  
Final Adjudication Branch  
1001 Lakeside Drive  
Suite 390  
Cleveland, Ohio 44114  
Phone: (216)802-1449                      Fax: (216)802-1390

U. S. Dept. of Labor, DEEOIC/FAB  
Final Adjudication Branch  
1999 Broadway, Suite 1131  
P.O. Box 46550  
Denver, Colorado 80201-6550  
Phone: (720)264-3062                      Fax: (720)264-3218

U. S. Dept. of Labor, DEEOIC/FAB  
Final Adjudication Branch  
719 2nd Avenue  
Suite 501  
Seattle, Washington 98104  
Phone: (206)373-6774                      Fax: (206)373-6701